

# Online Results Entry via Medici Grade Roster Web Interface

## 1. Introduction to Medici Grade Roster Web Interface

This document provides a step-by-step guide for academic staff responsible for the entry of results via the Medici web interface.

The Medici Web interface allows results to be saved to the Medici database via the web, eliminating the need to have special software installed on personal computers. The minimum software requirement is a web browser that is able to access the University's website. Only the final semester grade is recorded in the Medici Grade Rosters. Academic staff needs to continue to keep a record of ongoing assessment grades throughout the semester.

Offshore academic staff will need to apply for a Medici web interface by contacting Lianne Gore ([lianne.gore@unisa.edu.au](mailto:lianne.gore@unisa.edu.au)). If you require assistance with your results entry please contact the course coordinator.

## 2. Logging On to Medici Grade Roster

Access to login to the Medici web interface for instructors is available through a link on the Teaching and Research Education page on the University website.

To log on to Medici web interface, a username and password will be allocated to you by UniSA.

If you require assistance with access and results entries contact Lianne Gore ([lianne.gore@unisa.edu.au](mailto:lianne.gore@unisa.edu.au)).

### **Step 1**

Go to <https://www.applications.unisa.edu.au/resultsentry/login.asp>

### **Step 2**

#### **Enter UniSA network username and password**

Enter your username and password into the space provided and click on the login button to access the Medici Web for Instructors.

Web link: <https://www.applications.unisa.edu.au/resultsentry/login.asp>



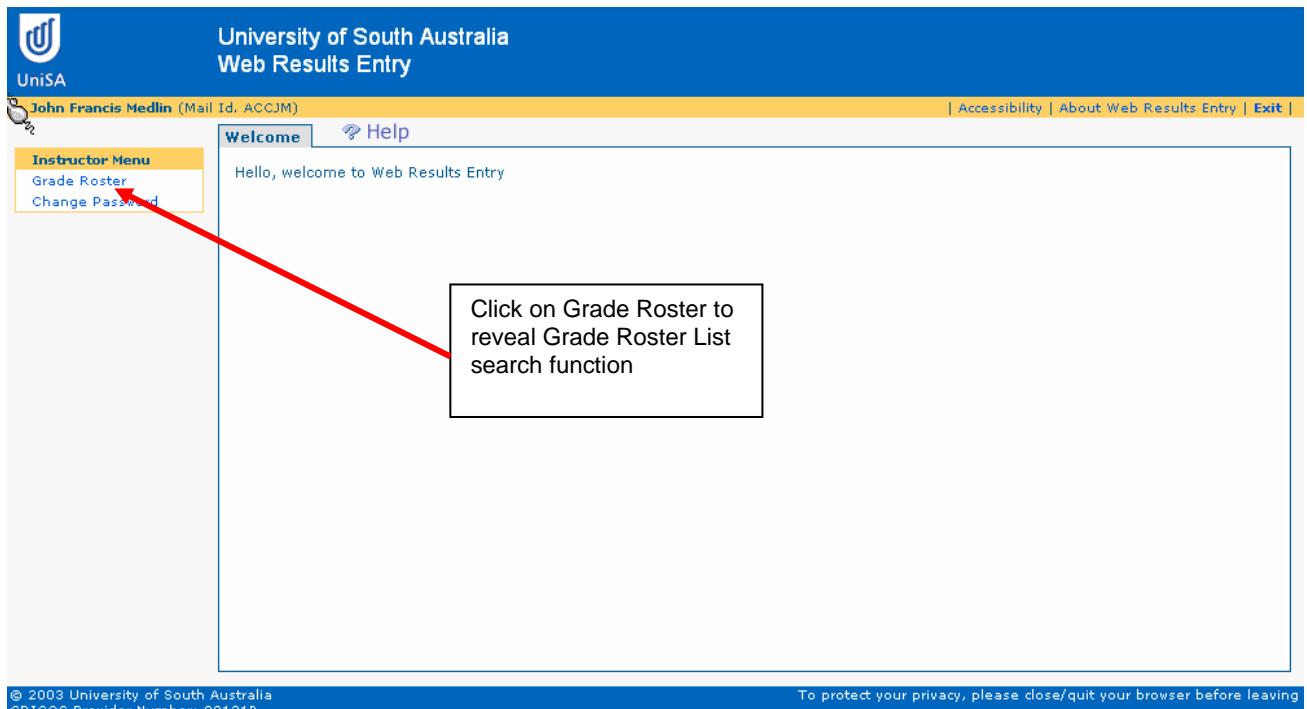
This will display the Medici welcome page for instructors.

The screenshot shows the 'Web Results Entry' interface for an instructor. The top navigation bar includes the UniSA logo, the text 'University of South Australia Web Results Entry', and links for 'Accessibility', 'About Web Results Entry', and 'Exit'. The left sidebar, titled 'Instructor Menu', contains links for 'Grade Roster' and 'Change Password'. The main content area is titled 'Welcome' and displays the message 'Hello, welcome to Web Results Entry'. At the bottom of the page, there is a footer with the text '© 2003 University of South Australia CRICOS Provider Number: 00121B' on the left and a privacy notice 'To protect your privacy, please close/quit your browser before leaving' on the right.

### 3. Accessing Grade Rosters

#### Step 1

Click on the word Grade Roster to display the search options through the Grade Roster List.

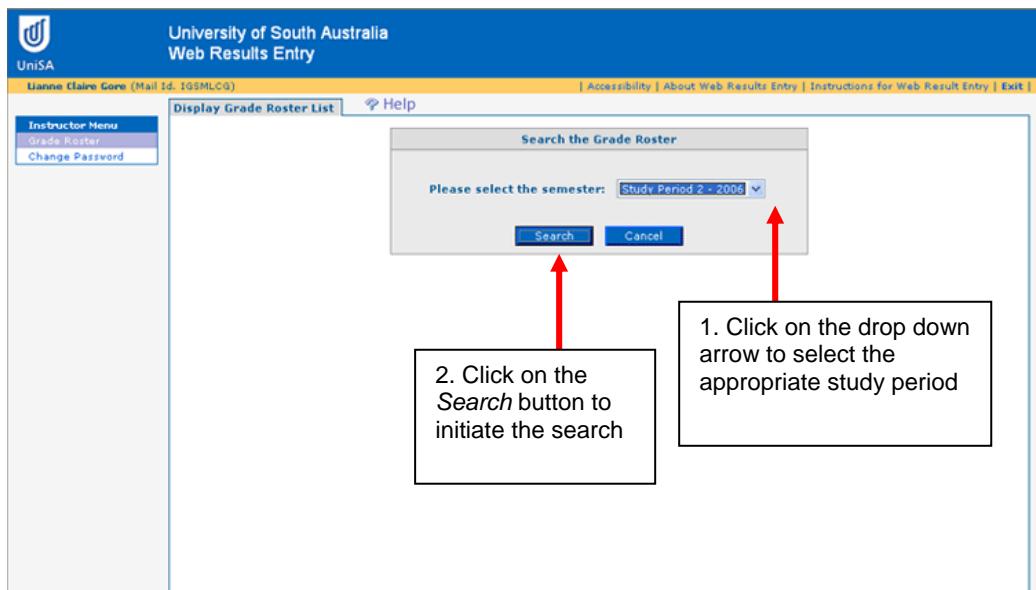


The Grade Roster list allows the user to search for the Grade Roster by the study period in which the class is offered as shown in the second panel. The study period your course is attached to will have been supplied to you on the student class list.

#### Step 2

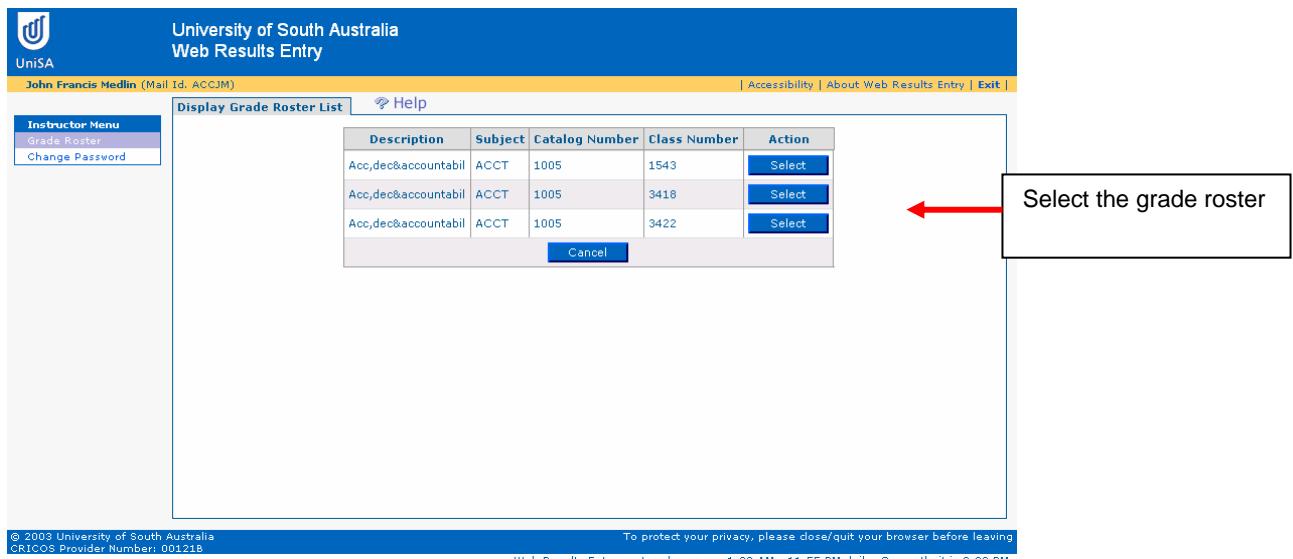
Search for your Grade Roster by selecting the study period in which the class is scheduled. Then click on the **Search** button to initiate the search and display the grade rosters which are available to access in the study period selected.

*Note using the return key on your keyboard will not execute the search; **you must click on the Select button.***



## Step 3

Find the grade roster for which results are to be entered and click on *Select* in the *Action* column. Please note that your Class Number will be recorded on the excel classlist you were given at the commencement of the course.



If the class you expected to have access to is not displayed on this screen please contact Lianne Gore (lianne.gore@unisa.edu.au).

## Step 4

Open the Grade Roster for the class you want to enter results - click on the *Select* button for that class.

The Grade Roster details all students enrolled in the selected class.

Click on the Next button to view other students listed alphabetically on the grade roster.

Click on the View All button to view all students listed alphabetically on the grade roster.

The Next button as indicated above is used to navigate through large grade rosters. Alternatively you may select View All to list all students on the grade roster.

## 4. Entering Results

### Step 1

Enter the recommended result (a mark from 0-100 should be entered) for the entire study period in the Grade Input box alongside each student.

Process Grade Roster - View						
Found 40 students. Page 1 of 2 .						
Next		Excel Format			Print Version	
Import Excel File						
Class Number	Subject	Catalog Number		Description		Class Section
1357	BEHL	5007		Integrative Stud M		41
Term	Session	Grade Roster Type		Approval Status		Grading Status
Semester 3 - 2003/2004	004	Final Grade		Not Reviewed		Grade Input Allowed
ID	Name	Career	Grade Input	Official Grade	Grade Basis	Grade Status
100012794	Aloysuis Dom,Gloria	Postgraduate	<input type="text" value="1"/>	F2	Graded	Pending
100012822	Ang,Cheow Peng	Postgraduate	<input type="text" value="2"/>	F2	Graded	Pending
100012836	Ang,Poi Chi Sebastian	Postgraduate	<input type="text" value="3"/>	F2	Graded	Pending
100012839	Cheong,Poh Sum Timothy	Postgraduate	<input type="text" value="4"/>	F2	Graded	Pending
100012823	Choo,Wah	Postgraduate	<input type="text" value="5"/>	F2	Graded	Pending
100012876	Chua,Hwee Kee Irene	Postgraduate	<input type="text" value="6"/>	F2	Graded	Pending

Enter recommended semester marks in the boxes provided

Entering any results other than those recommended will cause an error message to be generated and any entered results cannot be saved until the error is resolved.  
A space in a results entry field will cause an error message to be generated.  
The corresponding grade for a mark is automatically generated when you save the Grade Roster.  
The Grade Roster can also be printed by selecting the Print option from your browser menu.

### X Notation

Students who have had a Deferred or Supplementary Exam approved will have an **X Notation** recorded in the Grade Input box.

Add the required mark the student has received so far before the X e.g. **41X**.

Please do not leave the grade roster as just an X or remove the X notation as this will affect the student's academic records and impact on other administrative processes such as Academic Review.

University of South Australia  
Web Results Entry

Process Grade Roster     Help

Process-Grade Roster - View

Found 303 students. Page 1 of 16.

Next     Excel Format     Print Version     View All     Import Excel File

Class Number	Subject	Catalog Number	Description	Class Section
20679	WEAVE	1010	Basket Weaving	01LD

Term	Session	Grade Roster Type	Approval Status	Grading Status
Study Period 2 - 2006	1	Final Grade	Not Reviewed	Grade Input Allowed

ID	Name	Career	Grade Input	Official Grade	Grade Basis	Grade Status
100000000	Doe, John	Undergraduate	X		Graded	Pending

## Step 2

To save the recommended results that have been entered, click on Save at the end of the Grade Roster. This will save all entered results and convert the mark to a grade.

Clicking on Search will return you to the search screen (refer Accessing Grade Roster – Step 1).

O'Connor, Undergraduate 82 Graded Pending

Osborne, Undergraduate 61 Graded Pending

Save     Search

Found 143 students. Page 5 of 8.

Previous     Next

To save the Grade Roster click on Save

## 5. Grade Roster Approval Status

There are three options to save the grade roster approval status, *Not Reviewed*, *Ready for Review* and *Approved*. Please save the grades as *Ready for Review*.

### Ready for Review

All results must be entered and the Grade Roster saved as *Ready for Review* and the marks converted to a grade before it can be saved as *Approved* by UniSA.

Click on the Approval Status drop down box and select *Ready for Review* and save.

Once the status has been saved as *Ready for Review* the grade boxes are no longer accessible to enter or amend marks.

Process Grade Roster - View						
Approval Status is set at Ready for Review				Action		
Grps of 20		Approval Status		Action		
Approval Status is set at Ready for Review				Print	View All	Import Excel File
Class Number	Subject	Catalog Number	Description	Class Section	Grading Status	Grade Basis
1357	BEHL	5007	Integrative Stud M	41	Grade Input Allowed	Graded
Term	Session	Grade Roster Type	Approval Status	Grading Status		
Semester 3 - 2003/2004	004	Final Grade	Ready for Review	Grade Input Allowed	Graded	Pending
ID	Name	Career	Grade Input	Official Grade	Grade Basis	Grade Status
100012070	Chua, Hwee Kee Irene	Postgraduate	1	F2	Graded	Pending
		Postgraduate	2	F2	Graded	Pending
		Postgraduate	3	F2	Graded	Pending
		Postgraduate	4	F2	Graded	Pending
		Postgraduate	5	F2	Graded	Pending
		Postgraduate	6	F2	Graded	Pending

## 6. Logging Out

It is extremely important that you log out of the Medici Web interface when you have finished entering and saving results. Not doing so could jeopardise the security of the grade entry process.

